

**FISH AND WILDLIFE SERVICE
LAW ENFORCEMENT**

Law Enforcement

Part 448 Submission of Evidence, Eagles, and Property

Chapter 2 Submission of Eagles to the National Eagle Repository

448 FW 2

2.1 What is the purpose of this chapter? This chapter provides Service officers guidance on the proper way to package and ship eagles to the National Eagle Repository (Eagle Repository) in Commerce City, Colorado. Proper handling will ensure that the Eagle Repository receives eagle carcasses, parts, and feathers without damage.

2.2 What are the authorities for this chapter? The authorities for this chapter are:

A. 16 U.S.C.

B. 446 DM, Law Enforcement.

2.3 What types of submissions are acceptable? Officers should salvage and submit all carcasses, parts, feathers, mounts and trophies, regardless of condition, of bald and golden eagles only. Officers should not submit carcasses or items from eagles that may have been poisoned by substances other than lead. The Eagle Repository is not equipped to handle these poisoned items. Contact the Eagle Repository if you have any questions on whether or not you can ship a carcass.

2.4 What documents do officers need to include with eagles sent to the Eagle Repository?

A. Officers must use a Property Transfer form (Form 3-2329) to send eagles that are associated with a case. If the Property Transfer form consists of more than one page, officers must number each page sequentially. They should not use the Chain of Custody form. They must include the following information:

(1) Submitting officer's Region by number.

(2) Submitting officer's State by two-letter code.

(3) Name, address, telephone number, and fax number of the sender.

(4) Shipping date.

(5) Description of the eagles, parts, or feathers, including quantity, item, and species (for example, 2 bald eagle carcasses). When describing submissions, officers should separate items by species and list them on separate lines (for example, 2 bald eagle carcasses, 3 golden eagle carcasses.) This practice allows verification of quantities and bar coding for each species.

(6) Indication of whether the eagles or eagle parts were forfeited ("F") or abandoned ("A"), if applicable.

(7) Evidence seizure tag (Form 3-487) and investigative case (INV) number or appropriate case tracking number.

(8) Value of items submitted. The value should match the seized value in the Law Enforcement Management Information System (LEMIS) or appropriate investigative case tracking system.

**FISH AND WILDLIFE SERVICE
LAW ENFORCEMENT**

Law Enforcement

Part 448 Submission of Evidence, Eagles, and Property

Chapter 2 Submission of Eagles to the National Eagle Repository

448 FW 2

(9) The scientific name by genus and species (*Haliaeetus leucocephalus* for bald eagles or *Aquila chrysaetos* for golden eagles). If unknown, use family name *Accipitridae*.

B. Officers must include a Property Transfer form in each box that describes the contents of the box. Officers may submit one Property Transfer form for multiple boxes and place a copy of the form in each box highlighting the specific items contained in the particular box.

C. The Eagle Repository will only accept responsibility for eagles received and will not certify receipt of eagles in advance. The Eagle Repository will sign the Property Transfer form and return the form to the submitting officer after it receives and inventories the eagles. Officers should contact the Eagle Repository if they require expedited return of the form.

D. Documentation for Eagles Not Associated with a Case. Officers are not required to submit a Property Transfer form when they ship eagles that are not associated with a case. However, if they need to track eagle submissions, they may use the Property Transfer form.

2.5 How do officers package and ship eagle carcasses, parts, and feathers to the Eagle Repository?

A. Officers should wear proper personal protective equipment for handling items that may be contaminated.

B. Officers should properly package eagle carcasses, parts, and feathers to prevent damage by following the guidelines below and the guidelines found in 448 FW 1.5 through 1.7:

(1) Select a sturdy box of appropriate size to hold the number of eagles being shipped and to allow adequate room for the length of feathers. Officers may also use an appropriately sized cooler. The Eagle Repository will return coolers on request. Officers may contact the Eagle Repository to get shipping containers designed to hold four to five eagles. Officers shipping fewer than four eagles should use a small box or cooler.

(2) Officers must not bend wing or tail feathers. Feathers damaged in transit to the Eagle Repository are unusable and the Repository will discard them.

(3) Freeze all carcasses before you ship them (also see 448 FW 1.7).

(4) Place eagles in double plastic bags to prevent leakage and avoid tying the bag too close to the tail feathers.

(5) Line the bottom of the box and fill the remaining space with packing peanuts or bubble wrap to prevent damage and reduce thawing. Pack with shredded paper to absorb any leakage.

(6) Use blue ice packs. The Eagle Repository will return them on request.

FISH AND WILDLIFE SERVICE
LAW ENFORCEMENT

Law Enforcement

Part 448 Submission of Evidence, Eagles, and Property

Chapter 2 Submission of Eagles to the National Eagle Repository

448 FW 2

(7) Do not combine items that should be shipped to the Property Repository with items sent to the Eagle Repository.

(8) Ship packages overnight mail Monday through Wednesday only. The officer who ships the eagle should track the shipment.



DIRECTOR

Date:

MAR 15 2006

03/15/06

New

LAW ENFORCEMENT